



Rio Arriba County Detention Center

(RACDC) POLICY 015: PERSONNEL

ABSENTEEISM

The department is committed to control absenteeism through strict enforcement of this policy, through proper documentation of absences, and through long-range monitoring of leave usage.

Procedure:

1. Employees who report late for their assigned shift are subject to disciplinary action.
 - a. An employee who has reason to believe he/she will be late for duty must call his immediate supervisor prior to his/her reporting time, or as soon as possible.
 - b. When an employee is late for any reason, he must submit a memo to his supervisor with a full explanation for the tardiness.
 - c. Employees reporting to duty 15 minutes late without prior notification or approval shall be sent home and carried on leave without pay for that shift.
 - d. Supervisors shall document all instances of tardiness and report them to administration.
2. Applications for vacation leave or compensatory time of more than three consecutive days must be received at least ten days in advance. All leave is approved on a first come first serve basis. In the event that two request for leave forms are received at the same time, consideration will be based on a seniority basis.
3. Leave requests of less than three days can be turned in at least three days in advance. Due to schedules coming out two weeks ahead of time, leave can only be approved if there are more than enough officers scheduled to cover the shift.
4. Extended leave without pay must be approved by the County Manager. Extended leave without pay will only be considered after all annual and compensatory time has been exhausted.



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5. Employees who take unauthorized or unscheduled leave will be considered absent without leave (AWOL). AWOLs are subject to disciplinary action including termination.
6. Sick leave may be granted for absences from duties due to personal injury or illness or injury or illness of close immediate family members. Personal illness is defined to include medical and dental appointments.
7. All sick leave used for medical or dental appointments must be accompanied by a doctor's certification, prior to approval of leave.
8. Employees using more than 40 hours of sick leave in twelve consecutive months are required to submit a doctor's certification on any more sick leave used in the next months.
9. Employees using three or more consecutive days of sick leave are required to submit a doctor's certification for the absence.
10. Employees utilizing the Family Medical Leave Act are required to turn in a doctor's certification before and after the leave.
11. Sick Leave Abuse will not be tolerated and is subject to disciplinary action. Sick leave abuse is defined as but not limited to:
 - A. Sick leave used in conjunction with regular days off and other approved leave off.
 - b. An average of one day per month used of sick leave.
 - c. A long term employee with no appreciable sick leave balance.
 - d. Calling in sick when prior requests for having the day off was denied.
 - e. Calling in sick when employee is not sick.
 - f. Setting patterns of sick leave such as weekends, holidays and payday.
12. Administration can request a doctor's certification for any sick leave used and can also investigate if sick leave is properly being used.



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13. Absenteeism and tardiness will be noted in all evaluations and will be given consideration when an employee applies for a promotion, transfer, or increase in pay.